

## APPENDIX H --- Termination Guidelines For Michigan Selective Depository Libraries

Authorization for withdrawal of depository libraries from the Federal Depository Library Program (FDLP) is based on *Instructions to Depository Libraries*, Chapter 1, Section C.

### A. Prior to the Decision to Withdraw

- The depository coordinator will contact the Regional Librarian at the earliest possible point in the discussion of possible withdrawal.
- A meeting between the Regional Librarian and leadership of the library considering withdrawal will be held to emphasize the benefits of continuation in the FDLP and to articulate the consequences of withdrawal.
  1. Implications for the terminating library with regard to the loss of any or all of its federal documents collection as stated in Section C below (Disposal Requirements) will be emphasized.
  2. Arrangements for continued receipt of GPO standing order titles must be made with a commercial library vendor prior to sending the termination letter to avoid possible gaps in receipt.
  3. If the library considering withdrawal holds a congressional designation, the Regional Librarian will contact the library's congressional delegation to indicate the possibility of withdrawal. If the selective library decides to remain in the depository program at the conclusion of its deliberations, the Regional Librarian will inform the congressional delegation.
- If a decision to withdraw from the program is under consideration, background information is available on the FDLP Desktop at [http://www.access.gpo.gov/su\\_docs/fdlp/staywiththeprogram.html](http://www.access.gpo.gov/su_docs/fdlp/staywiththeprogram.html).

### B. Decision to Withdraw

- The withdrawing library will notify the Government Printing Office and the Regional Librarian of its intent to withdraw no less than six months before the planned date of withdrawal. The withdrawal letter must be addressed to the Superintendent of Documents at the following address (sent by overnight courier, **not** the United States Postal Service), and also faxed to GPO at 202-512-1434 and 202-512-1432:

Superintendent of Documents  
U.S. Government Printing Office (SD)  
Washington, DC 20402

- A copy of the withdrawal letter must be sent to the Regional Librarian at the address below, and a copy also faxed to 517-373-9438.

Regional Documents Librarian  
Library of Michigan  
Michigan Dept. of History, Arts & Libraries  
702 W. Kalamazoo St.  
P.O. Box 30007  
Lansing, MI 48909-7507

- The terminating library must inform other depository libraries within the same Congressional district of its intent to withdraw.

- The Regional Librarian will communicate once again with the withdrawing library's Congressional delegation, informing the delegation of the library's decision and their right to appoint another library if the withdrawal creates a vacancy in the FDLP program.

#### C. Disposal Requirements

- The terminating library will contact the regional depository library to determine if missing or wanted documents lists are available.
- The terminating library must list all of the documents it does not wish to retain in accordance with Appendix E of the state plan, "Guidelines for the Disposal of U.S. Government Depository Publications", latest edition. Terminating libraries are exempt from the requirement that material must have been received in the library five or more years prior to the date of the disposal request. All of the other provisions of Appendix E must be met. Terminating libraries must also inquire of all other depository libraries in the Congressional District if they would like to review the lists.
- Upon completion of the weeding of the depository material, the terminating library must prepare a final list of the federal property in its possession that the library would like to keep. This list will be submitted to the regional depository library and copies made available to the other selective depositories in the Congressional District. The Regional Librarian will determine if any of the material on this list would better serve the state in another depository library's collection. After the final approval of the list, the Regional Librarian will inform the terminating library by letter (copied to the Office of Education and Development at the Government Printing Office) that their involvement with the FDLP is at end.
- The terminating library should expect onsite visits from other documents librarians in the state as part of the review and claiming of depository items from their collection.